



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

August 20, 2009

Dear Superintendent/Administrator:

RE: NCLB 10-01

Welcome back to the 2009-2010 school year. Since the American Recovery and Reinvestment Act passed in February, so much focus has been placed on this school year in addition to improvements and refinements to our ADE systems. This notice outlines some important changes for FY10 and announces some critical deadlines.

Changes for FY10 include the following:

1. **ARRA Assurances, Accountability, and Reporting:**

Funds issued under the American Recovery and Reinvestment Act require all LEAs to sign-off on a more detailed set of assurances. In addition ARRA grants/projects must be tracked and reported on separately. The U.S. Office of Management and Budget provided significant guidance on required reporting for the ARRA funds. This guidance can be found at: http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf.

2. **Important Due Date – October 1st**

Circle **October 1st** on your calendar. Several significant items must be completed and submitted to the ADE by that date. Each item listed here will be further explained separately below:

- ✓ ARRA Title I and FY10 NCLB ConApp substantially approvable applications and spreadsheets; Title I Status Report
- ✓ Private school *Affirmation of Consultation* forms
- ✓ NCLB Consolidated Plans – converted to the ALEAT format and LEA Improvement Plans for LEAs so identified
- ✓ *Constitutionally Protected Prayer Certification*
- ✓ ARRA Title I waiver reports
- ✓ NCLB Indicator 1 and 2 student data submitted into SAIS
- ✓ HQT data from LEAs identified for LEA Improvement

3. **ARRA Title I Applications and FY10 NCLB ConApp with Spreadsheets**

Upon receipt of the ARRA signed assurances and an approvable application LEAs will begin to receive Title I ARRA funds. All LEAs intending to apply for the NCLB programs contained in the FY10 NCLB ConApp need to submit a *substantially approvable* application no later than **October 1st**. Per 34 CFR 76.708 subgrantees of formula grant programs such as those contained in the NCLB ConApp may NOT OBLIGATE funds before a *substantially approvable*

application has been submitted to ADE. The capacity of the LEA to reimburse obligations to these programs incurred prior to the submission of the NCLB ConApp is subject to approval by ADE. The criteria for a *substantially approvable* application are attached to this letter.

Review *the new directions documents* located in the Application Downloads of the ADE Grants System prior to completing and submitting the ARRA Title I and the FY10 NCLB ConApp applications. When completing the NCLB ConApp, revise your ARRA Title I spreadsheets and resubmit with composite data that includes both grant amounts. Email the completed revised Excel file to NCLBConApp@azed.gov. Enter the status of all of your schools in the Title I Status Report available in the Common Logon.

4. Private School Affirmations of Consultation – due no later than October 1st

School districts that have private schools located within their boundaries must document the annual contact with each private school regarding services that may be available under Titles I-A, I-C, II-A, and II-D. For FY10 this includes services funded by ARRA funds. The signatures of representatives from the district and the private school must accompany the submitted consultation forms (even if services are declined), which will be uploaded as evidence in the LEA Filing Cabinet in the Annual section of the Monitoring tab in ALEAT. All forms must be submitted prior to the approval of the NCLB ConApp. LEAs should retain original forms for their records.

5. NCLB LEA Consolidated Plans - due October 1st

All NCLB LEA Consolidated Plans must be converted to the Goals, Strategies, Action Steps format and entered into ALEAT. The LEA Consolidated Plan is the basis of your authority to receive and expend NCLB funds. All goals in ALEAT must be addressed with at least one strategy and action step. LEAs in improvement will need to have strategies and action steps that address their improvement status in addition to their regular federally-funded programs. All programs and professional development budgeted in the NCLB ConApp must be identified in the Consolidated Plan as attached to a specific goal or strategy.

6. Constitutionally Protected Prayer Certification – due October 1st

The *Constitutionally Protected Prayer Certification* must be submitted through ALEAT in the Annual section under the Monitoring tab and is due October 1st. Download the form, secure the signature of an authorized LEA representative, and upload as evidence to the LEA Filing Cabinet. Failure to submit this certification will jeopardize your receipt of federal funds.

7. ARRA Title I Waiver Reporting – due October 1st

LEAs that applied for waivers of certain set aside provisions in their ARRA Title I grants must comply with the reporting requirements that will be submitted as an amendment by October 1st. These include the amount of funds excluded under each waiver and the intended use of the excluded funds. Specific directions will be sent to those that applied.

8. NCLB Indicators 1 and 2 in SAIS – due October 1

Poverty data for all schools is calculated based on the NCLB Indicator transactions for each student in SAIS. While some programs may use district-wide Census data to determine poverty, the NCLB Indicator data is also used in certain instances at the school level

throughout the current school year for other purposes. These transactions should be entered for all students upon enrollment at the beginning of each school year. For schools that rely on National School Lunch Program data, timely data exchange to your school data management system and then into SAIS is critical.

9. HQT - Highly Qualified Teacher Data – various due dates

Updating of the HQT data must be accomplished annually, including the deletion of former staff, addition of new staff, and the changing of teacher assignments. An upgraded system accessible through the Common Logon will be available in late August/early September. Due dates this year are as follows:

All LEAs identified for improvement – October 1st

All other LEAs under improvement per Section 2141 of Title II-A – October 15th

All remaining LEAs – November 1st

10. NCLB 6-Cycle Monitoring Documents – due December 1st

All items of evidence of compliance should be uploaded into ALEAT for your assigned cycle. LEAs that were unable to complete a previous year's cycle will receive specific directions on how to proceed shortly.

11. Update contact information, especially the name and e-mail address of the NCLB/Federal Programs Coordinator, in the LEA Core Data located in the Common Logon.

If you have additional questions or require additional guidance, please contact your program specialist or you may contact the Academic Achievement Division of the ADE at (602) 542-7847 or (602) 542-7467.

Sincerely,

Nancy Konitzer
Deputy Associate Superintendent
NCLB Consolidated Activities

Richard Valdivia
Deputy Associate Superintendent
Operations